



Board Membership

Karen Robinson's second term on the Nursing Home Administrator Examining Board has expired. Thus, she gave up the Chair and said her farewells to the Board at the Board's meeting of December 19, 2002. Ms. Robinson has been the Board's Chair since July 17, 1999. The Board and representatives of the Department expressed their appreciation for Ms. Robinson's leadership and her dedication as a Board member.

On January 10, 2002, Governor Scott McCallum nominated **Patricia A. Schulz** to serve a second two-year term on the Nursing Home Administrator Examining Board. Ms. Schulz's second term began on July 1, 2002, and will expire on July 1, 2006. She is a licensed nursing home administrator and is employed as a dental practice office manager at M.C. Bashirian, DDS, SC, in Elroy, WI.

NURSING HOME ADMINISTRATOR EXAMINING BOARD

Members of the Board:

Jerry Schallock, Chair (Rhineland)
Robert F. Mulder, Jr., Vice Chair (West Salem)
Patricia A. Schulz, Secretary (Elroy)
Patricia Benesh, DHFS Rep. (Milwaukee)
Jan D'Amico-Dove (Brookfield)
David M. Egan (Kenosha)
Robert A. Kessler, D.O. (Pewaukee)
Roxann Sobek (Hartland)
Kay M. Czaplewski, Nurse (South Milwaukee)
Vacancy (Public Member)

Administrative Staff:

Cletus J. Hansen, Division Administrator

Executive Staff:

Oscar Herrera, Secretary
Greg Horstman, Deputy Secretary
Myra Shelton, Executive Assistant

On January 10, 2002, Governor Scott McCallum nominated **Jerry J. Schallock** to serve a second four-year term on the Nursing Home Administrator Examining Board. Mr. Schallock's second term began on July 1, 2002, and will expire on July 1, 2006. He is a licensed nursing home administrator and is an administrator at the Petersen Health Care of Wisconsin, Inc., in Rhineland, WI.

On September 12, 2002, Governor Scott McCallum nominated **Jan D'Amico-Dove** to serve as a member of the Nursing Home Administrator Examining Board. Ms. D'Amico-Dove's term began on September 12, 2002, and will expire on July 1, 2005. She is filling the expired term of Karen Robinson. Ms. D'Amico-Dove is currently employed by Five Star Quality Care in Oconomowoc, WI, as the Regional Clinical Director.

Phyllis J. Dube, Secretary of the Wisconsin Department of Health and Social Services, has appointed **Patricia Benesh**, Regional Field Operations Director from the Milwaukee Office of the Bureau of Quality Assurance, as her designee on the Nursing Home Administrator Examining Board. This position is an ex-officio, non-voting position on the

In This Issue

Board Membership	1
Board Meeting Dates	2
NAB Web Site	2
NAB-Approved Continuing Education	2
Monitoring of Continuing Education	2
NAB Exam Application System	3
A Sampling of Complaints	3
Telephone Directory and DRL Services	4

Board. Ms. Benesh replaced Tony Oberbrunner, who had retired from state service.

On September 12, 2002, Governor Scott McCallum nominated **Kay M. Czaplewski** to serve as a nursing member of the Nursing Home Administrator Examining Board. Ms. Czaplewski's term began on September 12, 2002 and will expire on July 1, 2003. She is filling a position that was vacated by Elaine August. Ms. Czaplewski is currently employed by Froedtert Memorial Hospital in Wauwatosa, WI, as a staff RN on the Acute Transplant Unit.

Board Meeting Dates

The Board has scheduled the following dates for Board meetings in 2003: March 20, June 19, September 11, and December 18.

The Board can change these dates at any time, such as when a date conflicts with another scheduled activity, when a quorum cannot be established or when there are insufficient items that require action by the Board.

Board meetings are held at the offices of the Department of Regulation and Licensing in Madison. You are welcome to attend board meetings; however, please confirm in advance that the Board will be meeting on the date you have chosen.

NAB Web Site

The National Association of Boards of Examiners of Long Term Care Administrator (NAB) has a Web site that licensees may want to periodically access. As noted in the following two articles, more information is now or will be on the NAB site regarding continuing education programs and examinations. Also, if you need to contact a licensing board in another state, you'll find the contact person and other necessary information at the NAB Web site. The address is <http://www.nabweb.org>.

NAB-Approved Continuing Education

As most licensees know, the rules of the Nursing Home Administrator Examining Board require licensees to complete 24 hours of continuing education every two years. The

rules also require licensees to complete courses that have been approved by the National Association of Boards of Examiners of Long Term Care Administrator (NAB), except that the Board reserves to itself the right to review and approve a program that the NAB does not approve.

The summer 2002 Issue of the NAB News provides the following information about Web-based continuing education approval:

- The NAB is developing an on-line system that will allow sponsors of continuing education to submit their applications and fees electronically.
- The NAB currently receives more than 1,300 program applications each year. Each application is reviewed by three reviewers.
- The system will provide services 24 hours a day and 7 days a week.
- The system will also support a real-time directory of approved programs with enhanced sponsor marketing opportunities for web links to sponsor web sites and registration systems.

Monitoring of Continuing Education

Nursing home administrators and other credential holders in the Department of Regulation and Licensing are required to sign a statement on the back of their renewal application, stating that they have completed the required continuing education and that they will provide proof to the Department if requested to do so by the Department. The Department subsequently randomly selects credential holders and sends them a letter, requesting proof of having completed the education.

The Board recently reviewed the situation of a nursing home administrator who said he had completed the continuing education and who received a renewed license. However, he subsequently informed the Board that he had not completed the education.

This situation has prompted the Board to request that a word of caution be addressed

to you in this issue of the Regulatory Digest. If the Board learns that you had stated on your license renewal application that you completed the required education, but had not done so, the Board will refer the matter to the Division of Enforcement for investigation and possible disciplinary action. If the Board takes disciplinary action against you, the disciplinary action will be on your record for a long time, and you may well have to explain this matter to any other state in which you subsequently seek licensure.

NAB Exam Application System

The NAB has launched an on-line exam application system. The system has been designed to be user-friendly and it will provide 24/7 exam application access to candidates, immediately up Board approval, maximizing their 60-day scheduling window. Both candidates and the Board's staff will have the capability to view the status of an applicant at any time. The system can be used in one of two ways. It can be used simply as a candidate exam application system, or as a state licensing data base. The Board will have access to all candidate records its jurisdiction. Also, the NAB will be collecting extensive background information on candidates for purposes of future research in support of academic program criteria, continuing competency, analysis of trends and disciplinary reporting.

A Sampling of Complaints

Allegation: The complainant alleged that during a survey a request was made for a document regarding an investigation of an injury of unknown origin to a resident of the nursing home. The complainant alleges that the administrator provided the report on the following day, but it was falsified.

Investigation: The investigation showed that the administrator did complete the report on the evening of the surveyor's request; however, the report was based on information in a file that contained information gathered during the investigation of the administrator.

Conclusion: Close the case for sufficient evidence to show that a violation of statutes and rules did not occur.

Allegation: The complainant alleged that the BQA had found substandard quality of care in a survey at a certain nursing home, that the respondent was not present at the nursing home facility on a regular basis, and that the administrator failed to provide adequate care for the residents.

Investigation: The complaint was reviewed in detail. Records were requested and obtained. Witnesses were interviewed. The respondent was given an opportunity to rebut the allegations.

Conclusion: Close the case at this time for insufficient evidence.

Allegation: Substandard quality of care, the primary issue being that a patient had left the facility when carpet cleaners left a door unlocked.

Investigation: In responding the BQA survey, the respondent provided information about the procedures that had been followed. The administrator stated that the Director of Nursing failed to follow procedure and was dismissed. In-service training was held.

Conclusion: Close the case, because other action has been taken which makes further action unnecessary as to this respondent.

Allegation: A BQA survey alleged that several violations were found at the facility when the survey was performed.

Investigation: The tenure of several administrators was reviewed, including the tenure of an interim administrator. The board had previously reviewed a complaint against one of the administrators and had closed the complaint.

Conclusion: Close the case for no violation the specific respondent in this case.

Department of
Regulation and Licensing
P.O. Box 8935
Madison, WI 53708-8935

WISCONSIN HOME ADMINISTRATION DIGEST

SIN

PRSRT STD

Permit No. 1369

RETURN SERVICE REQUESTED

TELEPHONE DIRECTORY -- QUICK KEYS

To contact the Department, just dial (608) 266-2112, then enter the Quick Key numbers below for the assistance you need:

To request an application packet:	press 1-1-3
To check the status of a pending application:	press 1-2
To discuss application questions:	press 1-3
To discuss temporary license questions:	press 1-3
To renew or reinstate a permanent license:	press 1-4
To renew or reinstate a permanent license:	press 2-1
To renew a temporary license:	press 2-2
To obtain proof of licensure to another state:	press 3-1
To find out if a person is licensed:	press 3-2
To file a complaint on a license holder:	press 8
To check the status of complaints:	press 8
For all other licensing questions:	press 1-3

VERIFICATIONS

Verifications are now available online at www.drl.state.wi.us. On the Department Web site, please click on "License Lookup". If you do not use the online system, all requests for verification of licenses/credentials must be submitted in writing. There is no charge for this service. Requests should be sent to the Department address or may be faxed to (608) 261-7083 - ATTENTION: VERIFICATIONS. Requests for endorsements to other states must be made in writing - please include \$10 payable to the Department.

DID YOU KNOW THAT YOU CAN ACCESS MOST INFORMATION ON THE DEPARTMENT OF REGULATION & LICENSING WEB SITE?

Visit the Department's Web site at:

www.drl.state.wi.us

Send comments to: web@drl.state.wi.us

CHANGE OF NAME OR ADDRESS?

Please photocopy the mailing label of this digest, make changes in name or address, and return it to the Department. Confirmation of changes is not automatically provided. **WIS. STATS. S. 440.11 ALLOWS FOR A \$50 PENALTY TO BE IMPOSED WHEN CHANGES ARE NOT REPORTED WITHIN 30 DAYS.**

WISCONSIN STATUTES AND CODE

Copies of the Wisconsin Statutes and Administrative Code relating to Nursing Home Administrators can be ordered through the Department. Include your name, address, county and a check payable to the Department of Regulation and Licensing in the amount of \$5.28.